

RESERVATION POLICY – UNIVERSITY CENTER AND STUDENT UNION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: STUDENT UNION/UNIVERSITY CENTER DIRECTOR

RESPONSIBLE OFFICE: STUDENT UNION/UNIVERSITY CENTER

I. POLICY STATEMENT.

Facility reservations are an important part of making the University Center and Student Union operations function smoothly. It is essential that everyone abide by the following policies and procedures in order to accommodate the various groups we service.

Reserving Space:

All **Non-University Groups** interested in the use of space in the Student Union/University Center must go through Conference Management and must pay a rental fee. Please email steinbrunnea@nku.edu or call 859-572-6502.

University Groups:

Reservations for any room or space inside the University Center and Student Union and any area directly outside of facilities on the Central or Lower Plaza area may be made online through the NKU Reservation Request System. Room pictures, capacity information, and available A/V equipment can be viewed through the Reservation Request System. For a complete list of all spaces that can be requested online through the Reservation Request, visit <http://roomrequest.nku.edu>.

To access the Reservation Request System, click on the link below and log in using your NKU username and password. Then use the information found in the Instructions link to complete the online room request.

II. ENTITIES AFFECTED

Anyone attempting to reserve a room(s) in University Center or the Student Union

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

